



**Washington State  
Department of Transportation**

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# **Public Transportation Grant Guidebook**

## **Chapter 1: Requirements for all projects**

DRAFT

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**Public Transportation Division**

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# Chapter 1: Requirements for all projects

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This chapter covers requirements for all projects.

For detailed information on specific requirements, refer to chapters 2- 8 for federal grants, state grants, and individual project types and chapter 9 for compliance site visits.

This chapter covers the following sections:

- 1.1 [Grant agreement](#)
- 1.2 [Grant agreement funds](#)
- 1.3 [Third-party contracts under your grant agreement](#)
- 1.4 [Project change requests](#)
- 1.5 [Financial management](#)
- 1.6 [Grant records retention](#)
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- 1.12 [Reporting accidents](#)
- 1.13 [Reserve account](#)
- 1.14 [Purchasing policies](#)

## 1.1 Grant agreement

WSDOT expects you to carry out your grant-funded project as described in your:

- Application for funding.
- Grant agreement scope of work and budget.

You should read your entire grant agreement, fully understand the clauses, and confirm the accuracy of the scope of work and budget to ensure compliance throughout the project.

## 1.2 Grant agreement funds

Your grant agreement includes the federal, state, and/or local match funds that your organization will contribute toward the total project costs.

WSDOT will only reimburse your organization for the total grant funds specified in the project funding table of your grant agreement.

*Source: WSDOT public transportation grant agreement – Scope of work section*

### 1.2.1 Match

The “grantees’ funds” in your grant agreement represent your share of the total project costs and are also known as “match.”

Each project may have a different match requirement depending on the program or funding sources awarded (i.e., federal, state). Your match requirement is listed on the cover page of your grant agreement. WSDOT will hold you accountable to the match ratio you have committed to in your executed grant agreement.

See [Appendix A](#) for information about match requirements for WSDOT public transportation grant programs and how to calculate the match ratio.

*Source: WSDOT public transportation grant agreement - Contractor's share of project costs section; POL-538.1; POL-549*

#### 1.2.1.1 In-kind match

In-kind match is the fair market value of goods and services donated to your organization by a third party that you would otherwise have to pay to support your project. Examples include labor, rental space, equipment, and other goods and services that are either fully donated or discounted to support your project.

You may use in-kind contributions directly benefitting your operating, mobility management, and planning project as match, but you may not use in-kind contributions as match for capital construction and capital vehicle and equipment projects.

*Source: [2 CFR 200.306](#)*

## 1.3 Third-party contracts under your grant agreement

Third-party contracts under your grant agreement must include certain provisions as outlined in your grant agreement’s Assignments and Subcontracts section. Third party contracts under federally funded grant agreements must include all required federal clauses. See Chapter 2, Section XX, for more information.

Most third-party contracts, including purchase-of-service contracts, are subject to competitive procurement requirements. These requirements exclude:

- Intergovernmental agreements.
- Sole source contracts that comply with the provisions of [RCW 39.26.140](#).

If requested, you must submit a copy of any contract, amendment, or change order pertaining to work under your agreement to WSDOT.

Source: [RCW 39.26.125\(10\)](#); [RCW 39.26.125\(2\)](#); *WSDOT public transportation grant agreement - Assignments and Contracts section*.

### 1.3.1 Third-party vendor qualifications

When procuring goods and services from third-party vendors, you must use responsive and responsible vendors that haven't been debarred or suspended from doing business with the federal government and/or the State of Washington.

For procurements exceeding \$25,000, you must document your determination of a third-party vendor's status by checking for exclusions on the vendor's registration in the [U.S. General Service Administration System for Award Management](#) and download a copy of the registration for your records.

To enter a third-party contract with a vendor who isn't registered in the System for Award Management, you must write a determination describing the following:

- How you verified the vendor's integrity.
- The vendor's record of past performance.
- The vendor's financial and technical resources.

Source: [49 U.S.C. Section 5325\(j\)](#); [2 CFR Part 180.300](#); [FTA Circular 4220.1G, Chapter IV](#); [RCW 39.12.065](#); [RCW 39.12.065\(3\)](#); POL-533.

## 1.4 Project change requests

Changes to your project require written approval from WSDOT. See the following subsections for examples of project changes, change request process, required approval, and deadlines for grant fund change requests.

Source: [2 CFR 200.332](#); *WSDOT public transportation grant agreement*; POL-535; POL-528.

### 1.4.1 Examples of project changes

Project changes include, but aren't limited to:

#### 1.4.1.1 Scope of work

- Operating project service modification: Schedule and route changes (e.g., shifting service from midday to morning or weekday to weekend; altering a route).
- Capital equipment project: Change in the number, type, or size of vehicles you intend to purchase.

**1.4.1.2**      *Capital construction project: Design changes affecting Americans with Disabilities Act (ADA) access to a transit facility; expanding or altering the capacity of a park-and-ride lot; changing the length of a pavement project.*

- Change to the overall project budget, including the addition of state and federal funding.
- Shifting grant funds between projects.
- Capital project delay: Delivery of vehicles and/or equipment or construction delays, resulting in the project not being completed by the end of the contract.
- Change to funding: Request for additional funding or to return funds that will affect the overall scope of the project. For capital construction projects, this may include changes to a specific phase of work affecting the delivery of the construction phase.

**1.4.1.3**      *Assignment*

- Transferring grant responsibilities from one organization to another.

**1.4.1.4**      *Extension of contract term*

- Extending the contract term to another biennium through a reappropriation process (capital projects only).

*Source: POL-528; POL-535*

## **1.4.2 Project change request process**

Most of the project changes listed above require an amendment to your grant agreement. You must submit project change requests in the Grants Management System (GMS) using the “amendment request” component in the applicable grant.

Project change requests must include:

- Specific information about the proposed change (i.e., scope, schedule, budget).
- Comparisons to existing grant commitments.
- Reasons for the change.
- Expected benefits and costs of the change.
- An explanation of how the revised project scope will meet the needs of your organization and the community you serve.

You may also include information about alternative options.

Before submitting a project change request, WSDOT recommends you obtain input from organizations and entities potentially affected by your proposed change.

Your assigned WSDOT contact listed in your grant agreement is available to assist with this process.



Source: POL- 528; POL-535

### 1.4.3 Project change request approval

All amendments to grant agreements require approval by Public Transportation Division management.

Some amendments may require approval or consultation at a higher level, such as the WSDOT Public Transportation Division director or their designee.

Source: [XXXX]

### 1.4.4 Grant fund change request deadlines

You must work with your assigned WSDOT contact listed in your grant agreement to make match adjustments at least six months before the end of the biennium.

You must request additional funds at least two months before the end of the biennium.

Source: POL-528

## 1.5 Financial management

WSDOT uses Office of Management and Budget Circular [2 CFR 200](#) as the standard when assessing your documentation of project costs.

You must use state and federal guidelines and tools when estimating the cost of different project elements. That includes [2 CFR 200](#) and the [Washington State Office of Financial Management \(OFM\) State Administrative and Accounting Manual](#).

Regardless of the funding sources assigned to your project, WSDOT requires all organizations to follow the cost principle standards and administrative requirements in:

- Public agencies, tribes, and private nonprofits: [2 CFR Part 200.302](#) and [2 CFR 1201](#).
- Third-party contracts: [48 CFR Part 31](#).

Source: [2 CFR Part 200.302](#); [2 CFR 1201](#); [48 CFR Part 31](#); [OFM State Administrative and Accounting Manual](#)

### 1.5.1 Claim submissions

You may submit claims no more than once per month. You must submit claims detailing and supporting the costs incurred under your project through GMS. Claim submissions must include supporting documentation in PDF format that details the following:

- Name of organization, date period for reimbursement, grant number, and claim number.
- Total gross expenses.

- Total in-kind expenses being charged to the grant (operating, mobility management, and planning projects only).
  - In kind should be treated as both an expense and a contribution of match.
- Administrative or overhead costs (operating, mobility management, planning, and capital construction projects only).
  - Describe if you're using the *de minimis* rate, a certified negotiated rate, or a cost allocation method.

See [Section 1.8.2: Claim reimbursement](#) for additional details.

### 1.5.2 In kind

Treat in-kind contributions as both an expense and a match. See [Section 1.2.1.1: In-kind match](#) for more in-kind contribution and match information.

If you have any questions or concerns regarding in-kind contributions, contact your assigned contact listed in your grant agreement.

### 1.5.3 Cost allocation plan

Your organization can decide to develop a cost allocation plan that distributes direct and indirect costs across several WSDOT-funded grants. In these cases, a cost allocation methodology should be developed, maintained for audit, and submitted to WSDOT for approval prior to use. WSDOT staff will ensure your organization is following its cost allocation plan methodology for claims.

Your cost allocation plan must have the following elements:

- **Letterhead:** Include the organization's name and state that it is a "cost allocation plan."
- **Effective date:** Include which biennium the plan applies to or the effective date.
- **Signature:** Include an official's signature and date of signature.

Source: [FTA C 9040.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

### 1.5.4 Administrative/overhead costs

You can classify your administrative and overhead costs as either direct costs or indirect costs. See below to determine which is appropriate.

#### 1.5.4.1 Direct costs

Use this method in the cost allocation plan if you can clearly identify overhead and administrative costs that are exclusively benefit the specific grant program you are charging against.

#### 1.5.4.2 Indirect costs

Use this method if administrative and overhead expenses cannot be clearly identified as benefiting only that specific program directly. These costs should be included in the cost allocation plan by applying either the *de minimis* rate or a certified negotiated rate. See below for details on each option.

#### 1.5.5 Indirect cost rate

Indirect costs are expenses that benefit your organization as a whole and can't be directly attributed to specific projects. Typically, indirect expenses include:

- Administrative salaries and benefits (i.e., management, human resources, accounting personnel, etc.).
- Office supplies.
- Utilities.
- Phone services.
- Rent.

For operating, planning, mobility management, and capital construction projects, these costs are only eligible if you share them among all your programs or projects.

The two types of indirect cost rates are:

##### 1.5.5.1 De minimis rate

*De minimis* is 15 percent of all gross expenses. There is no additional documentation needed other than notifying WSDOT that this is the rate you are choosing to use for the duration of your grant.

##### 1.5.5.2 Negotiated indirect cost rate

This is a federally negotiated rate. You can negotiate the rate with a cognizant agency, which is typically the agency from which you receive the most federal dollars. See [Chapter 2, Section X.X.X: Indirect costs](#) for more information.

Source: [FTA C 9040.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

## 1.6 Grant records retention

Your written grant records policy must be in accordance with your grant agreement and the [Washington Secretary of State Local Government Common Records Retention Schedule \(CORE\), Part 3.5: Grants Management](#).

The current retention schedule requires that records be retained for six years after the completion of the grant project or end of the term of the grant agreement, whichever is later. For many projects, the completion of the grant project typically coincides with the end of the grant agreement term.

You must retain the following records:

- Contracts and agreements, including documentation of negotiations and compliance monitoring.
- Financial statements and reports (e.g., cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports).
- Project cost and expenditure-tracking records (e.g., staff time).

Additionally, WSDOT considers records surrounding Title VI, ADA, and Equal Employment Opportunity (EEO) complaints specifically related to your grant project to be part of your compliance monitoring. You should retain these records as part of the project file. See [Section 1.11.4: Americans with Disabilities Act and equal employment opportunity complaints](#) for more information.

For more information about your retention schedule, contact your assigned WSDOT contact listed in your grant agreement.

Source: [CORE Retention Schedule, Part 3.5, Part 3: Grants Management](#); WSDOT public transportation grant agreement - Accounting Records section

## 1.7 Contract oversight

As a condition of receiving state or federal funds through WSDOT, you may be required to participate in an audit or review conducted by the Washington State Auditor's Office or Federal Transit Administration (FTA). These agencies may request documentation from your organization as part of their audit or review of WSDOT's administration of grant funds.

However, if WSDOT identifies specific issues affecting your grant awards, WSDOT may conduct a review of all your WSDOT grant-funded projects, including past awards. These reviews may be based on, but aren't limited to:

- Your project's scope of work.
- Your organization's financial records.
- State and federal laws and regulations referenced in your grant agreement with WSDOT.

If you subcontract for services using grant funds, the subcontractor may also be subject to contract oversight.

Federal reviews may take place during your project and up to three years beyond the end of your agreement with WSDOT. See [Chapter 2, Section X.X.X: Single audit](#) for information about your organization's responsibilities when receiving a single audit for federal expenditures.

Source: [Chapter 43.09 RCW](#)

## 1.8 Program compliance and project reporting

As a steward of public funds, WSDOT is responsible for ensuring that you use grant funds properly and that you comply with state and federal requirements for receiving grant funds. WSDOT will provide technical assistance and guidance to help you meet these requirements throughout the life of your grant.

This section provides an overview of the tools WSDOT uses to assess and measure your organization's compliance with state and federal laws, as well as specific grant program requirements, across your entire public transportation program. The tools include, but aren't limited to:

- In-good-standing policy.
- Claim reimbursements.
- Quarterly status reports.
- Other required plans, reports, and deliverables.

This section also provides an overview of the reporting requirements for state and federal grant funds.

*Source: WSDOT public transportation grant agreement - Audits, Inspection and Retention of Records section*

### 1.8.1 In-good-standing policy

WSDOT is responsible for administering grant funds in accordance with applicable state and federal laws and regulations. In addition, both your organization, as a grant recipient, and WSDOT are responsible for effective oversight and accountability to foster transparency and strengthen public trust in the use of public transportation funds.

#### 1.8.1.1 *Performance indicators for determining in-good-standing status*

WSDOT staff will use the following indicators to measure your performance throughout the term of your project:

- Compliance with all contractual obligations and satisfactory progress toward project completion, including:
  - Staying on schedule without unexplained delays.
  - Performing the exact work described in the Scope of Work section of your agreement.
  - Maintaining the local match level detailed in the project budget.
- Maintenance of financial records to support all grant expenses.
- Submittal of accurate and timely status and statistical reports and claims.

- Full participation during site visits and project reviews, including providing timely responses to any deficiencies identified during the site visit.
- Timely implementation of required actions to address site visit deficiencies.
- Timely and complete responses to any WSDOT communication and requests for information.

WSDOT will determine your organization's risk of noncompliance at least once a biennium by evaluating your performance on the indicators above. See **Chapter 2: Section X.X.X: Risk assessment** for more information on this process for organizations that receive federal subawards.

**Source:** POL-565

#### 1.8.1.2 *Consequences for noncompliance*

If you don't meet performance requirements, your organization will lose your in-good-standing status and should expect one or more consequences from WSDOT, including but not limited to:

- Suspended payment of grant funds.
- Written notice to your grant project manager, organization executives, and board of directors, identifying deficiencies, required corrective actions, and a timeline for corrections.
- Ineligibility for any additional grant funds within either the current biennium or in future biennia.
- Review of your organization to determine the extent of compliance with contractual obligations.
- Suspension or termination of the grant contract(s) and loss of grant funds.
- Negotiated return or buyout of any grant-funded capital vehicle, equipment purchase, or capital construction project.
- Appropriate legal action.

**Source:** POL-565

#### 1.8.2 Claim reimbursements

Upon approval, WSDOT will pay properly prepared claims within 30 days of receipt.

WSDOT will make payments on a reimbursable basis for actual costs and expenditures incurred while performing eligible direct and related indirect project work during the project's life.

Failure to submit status reports may delay payment.

**Source:** [XXXX]

#### **1.8.2.1      *Fiscal year closing requirements***

Although WSDOT operates on a biennial schedule for full fiscal closing, the agency also performs an annual closing.

To ensure timely payment, you must submit final claims or an estimate of charges by July 15 each year for any outstanding eligible expenses incurred between July 1 and June 30 of the previous year. Your organization must notify WSDOT of accruals by July 15.

WSDOT must receive your final claim within 30 days of the completion of your project or by July 15, whichever comes first. Claim reimbursements received after July 15 may not be eligible for payment.

**Source:** [OFM State Administrative and Accounting Manual](#); [RCW 43.88.020\(12\)](#); [RCW 43.88.020\(13\)](#); *WSDOT public transportation grant agreement – Reimbursement and Payment section*

#### **1.8.2.2      *Eligible expenses***

Expenses must be directly related to your project and of a reasonable amount to be eligible for reimbursement.

**Source:** [2 CFR 200 Subtitle A](#)

#### **1.8.2.3      *Travel expenses***

Travel expenses are costs incurred while traveling specifically to conduct business-related activities. The following sections include requirements for in-state and out-of-state travel.

**Source:** [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

##### **1.8.2.3.1      In-state travel expenses**

In-state travel expenses incurred by employees of your organization are eligible for reimbursement through your grant if the trip is directly related to your project. The rate you use to reimburse employees must not exceed [current per diem rates for state employees](#).

WSDOT will reimburse only the cost of coach seats on airplane flights and economy-class vehicle rentals. Travel to counties bordering Washington state is considered in-state travel for reimbursement purposes.

##### **1.8.2.3.2      Out-of-state travel expenses**

Most out-of-state travel isn't eligible for reimbursement. However, the trip expenses may be eligible if an out-of-state trip directly relates to your project (e.g., training, vehicle inspection). The rate you use to reimburse employees for out-of-state travel must not exceed the [current per diem rates for federal employees](#).



To be eligible for reimbursement, you must submit a written request to the assigned WSDOT contact listed in your agreement prior to taking the trip. Your request must describe:

- The purpose of the trip.
- How the trip will benefit your project.

WSDOT will send a letter of approval or denial of the trip request to your organization. You should retain this letter in your project file for recordkeeping purposes.

WSDOT will reimburse only the cost of coach seats on airplane flights and economy-class vehicle rentals.

#### **1.8.2.4      *Audit expenses***

Your audit expenses are typically eligible for reimbursement. However, you must reasonably distribute the costs across all the programs your organization operates. Additional audit requirements may apply if you receive federal funds through either WSDOT or another funding organization.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

#### **1.8.2.5      *Employee leave***

Employee-paid leave is an eligible expense. However, there are eligibility conditions depending on how your organization accounts for leave.

If your organization charges leave to the grant while employees earn leave:

- Have a cash-out policy regarding earned and unused leave.
- Ensure that employee must be able to receive a cash payment in the event that they leave your organization while still having a paid leave balance.
- Establish a cash reserve (also known as a funded leave pool) or a funded accrual covering the dollar value of paid leave earned by employees.

If you charge employee leave to the grant as employees take leave, WSDOT considers the leave balance paid at the time the employee leaves your organization as severance pay. This is only allowable as an indirect cost spread across all activities of your organization. You may not charge severance pay as a direct expense to your grant.

Additionally, you may not charge catastrophic leave as a direct expense to your grant. WSDOT defines catastrophic leave as leave paid to an employee for an extended period (typically, four months or more).

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)



#### 1.8.2.6 *Ineligible expenses*

Some expenses are ineligible for reimbursement under your grant agreement, even if you incurred them during the normal course of business. Unallowable costs include, but are not limited to:

- Fines.
- Bad debt.
- Alcoholic beverages.
- Advertising and public relations costs not directly associated with the project.
- Costs of fundraising.
- Contributions to reserve accounts.
- Travel expenses for board members to attend agency meetings (as part of their board duties).

See [2 CFR Part 200](#) for more on allowable and unallowable costs.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

#### 1.8.3 Grant management system

You must submit reports, claims reimbursements, and other required deliverables to the WSDOT Public Transportation Division using the [Grants Management System \(GMS\)](#) unless stated otherwise.

For the latest GMS trainings on entering reports in GMS, see the announcements at [wsdot.ptd.webgrantscloud.com](http://wsdot.ptd.webgrantscloud.com).

Source: POL-541

#### 1.8.4 Use of reported information

WSDOT uses information from your submitted reports and other required deliverables to demonstrate that you are accountable, delivering public benefits, and meeting contractual obligations. WSDOT also uses your reports to highlight your success, assess your progress, and identify areas where you may need technical assistance.

Information in your reports is available by request to the public, as well as the Washington State Legislature, the FTA, the Secretary of Transportation, the Governor, and others.

#### 1.8.5 Quarterly status reports

You must submit quarterly status reports for your project. Quarterly status reports are due 30 days after the end of each fiscal quarter.

WSDOT uses data from your status reports to inform the public, as well as federal, state, and local officials about your project's progress. Your assigned WSDOT contact listed in your agreement also uses the data to evaluate your transportation program's compliance and project performance, as well as to assess your needs for technical assistance.

For operating projects, if you complete your project prior to the end of the contractual period, you are no longer required to submit status reports. However, if you've exhausted your awarded funds but haven't completed your project, you must continue submitting status reports for the remainder of the grant term. Your agreement will close when it self-terminates on schedule.

For capital projects, you must submit quarterly status reports through project completion and the submission of the final claim.

Upon execution of your grant agreement, WSDOT will make the status report forms available in GMS for each quarter along with a due date. For non-construction projects, GMS will send you an automated reminder a few weeks ahead of each deadline.

*Source: WSDOT public transportation grant agreement – Reports section; POL-522*

### 1.8.6 Summary of public transportation data

If you are one of the following types of transportation providers, you are required to submit data requested by WSDOT for the annual Summary of Public Transportation. This data should be submitted by July of each year.

- Transit agency
- Nonprofit transportation provider
- Medicaid transportation broker
- Intercity bus system

*Source: [RCW 35.58.2796](#)*

### 1.8.7 Transit development plan

If you are a public transit agency, you must submit a transit development plan that meets criteria outlined in [RCW 35.58.2795](#).

Transit development plans must be submitted in GMS by September 1 each year.

WSDOT has a guidance document to help you include all required information. It is available through your assigned WSDOT contact listed on your grant agreement.

*Source: [RCW 35.58.2795](#)*

### 1.8.8 Other required plans, reports, and deliverables

WSDOT may require you to complete and submit other plans, reports, and deliverables during your grant term based on your funding source, grant program, or project type.

Refer to the appropriate chapters of this guidebook and your assigned WSDOT contact listed on your agreement to identify the reports, plans, and certifications required for your project.

*Source: WSDOT public transportation grant agreement – Reports section*

### 1.8.9 Failure to submit complete and accurate reports and deliverables

If WSDOT doesn't receive a report or deliverable by the due date, or if submitted report or deliverable is incomplete or contains inaccurate information, WSDOT may delay your claims for payment until an acceptable version is provided.

If you fail to submit required reports and deliverables in full and in the timeframe identified by WSDOT, your organization may also lose your in-good-standing status (see [Section 1.8.1.1: Performance indicators for determining in-good-standing status](#)). This could jeopardize funding for your current grant-funded projects and affect your eligibility for future WSDOT grants.

*Source: WSDOT public transportation grant agreement – Reports section*

### 1.8.10 Nonprofit status

If your organization is a private nonprofit, you must maintain the IRS nonprofit status throughout the term of your grant-funded project and be registered with the Washington Secretary of State.

If your organization loses nonprofit status, you must immediately report this loss of status to WSDOT.

If your organization is a private nonprofit and is either new to WSDOT public transportation grants or has obtained private nonprofit status since your last WSDOT public transportation grant application, you must provide a copy of your IRS letter of determination for 501(c) nonprofit status with your application for this biennium's funds.

*Source: [FTA Circular 9070.1H](#); [Chapter 24.03A RCW](#)*

## 1.9 Transit asset management

Transit asset management is a business model that prioritizes funding based on asset condition and performance to achieve and maintain a state of good repair for public transportation assets. It's a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to effectively manage their performance, risks, and costs over their lifecycle. The goal is to provide safe, cost-effective, and reliable service to both current and future customers.

The following sections include transit asset management requirements for your organization.

*Source: WSDOT public transportation grant agreement – Project equipment and Maintenance of project equipment sections; POL-542; POL-543*

### 1.9.1 Transit asset management plan

If your organization receives federal funding, you must develop and implement a transit asset management plan. State law also requires transit agencies to develop transit asset management plans as a condition of receiving state funds.

Contact WSDOT asset management staff for more information about transit asset management plans.

For more information on developing a transit asset management plan, see FTA's [transit asset management plan guidance](#).

*Source: [Moving Ahead for Progress in the 21st Century Act](#); [RCW 35.84.060](#); [RCW 36.56.121](#); [RCW 36.57A.191](#); [RCW 81.112.086](#); [RCW 47.04.082](#)*

### 1.9.2 Vehicle maintenance plan

If your organization receives state funds to purchase vehicles, you must develop a vehicle maintenance plan and submit it to WSDOT as soon as possible. WSDOT accepts transit asset management plans to satisfy the state vehicle maintenance plan requirement.

Your vehicle maintenance plan must include an inventory of all public transportation system assets under your organization's direction and control. It should also provide a preservation plan based on WSDOT's lowest lifecycle cost methodologies.

Contact WSDOT asset management staff for more information and technical assistance on how to develop your vehicle maintenance plan.

*Source: POL-542*

### 1.9.3 Transit asset management plan/vehicle maintenance plan recertification

You must recertify your transit asset management plan/vehicle maintenance plan recertification by Feb. 15 of odd-numbered years.

Contact WSDOT asset management staff for more information about transit asset management plan/vehicle maintenance plan recertification requirements.

*Source: [49 CFR Part 625](#); [RCW 35.84.060](#); [RCW 36.56.121](#); [RCW 36.57A.191](#); [RCW 81.112.086](#); [RCW 47.04.082](#); POL-544*

#### 1.9.4 Annual asset inventory report

If you receive grant funds for equipment, facilities, or vehicles for which WSDOT retains legal ownership, or your organization is a public transit agency, you must complete an annual asset inventory report.

You must have your annual asset inventory certification signed by an authorized representative. Your annual asset inventory is due Feb. 15 each year. You must submit your annual asset inventory report through GMS.

Your annual asset inventory report must include all:

- Revenue vehicles in your organization's fleet (including spare vehicles) that your organization uses to provide public transportation, including vehicles used for fare-free services.
- Equipment and service vehicles with an acquisition value greater than \$10,000. Service vehicles are vehicles your organization uses to indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities. For WSDOT grant-funded equipment, include all equipment with an acquisition value of \$10,000 or more.
- Facilities that have a replacement value of \$25,000 or greater.
- Infrastructure that supports a public transportation system, including rail fixed guideway, tracks, signals, and systems.

Contact WSDOT asset management staff for more information about annual asset inventory report requirements.

Source: POL-543

### 1.10 False or fraudulent statements and claims

All information you provide to WSDOT must be accurate and complete. There are severe penalties for falsifying information about a grant-funded project. Refer to your grant agreement for more information.

Source: [XXXX]

### 1.11 Civil rights

All WSDOT public transportation grantees must comply with:

- The Americans with Disabilities Act (ADA) of 1990 and related statutes.
- The Washington Law Against Discrimination and guidance provided about this law from the Washington State Human Rights Commission.

These laws require you to ensure:

- Nondiscrimination in employment, contracting, membership on advisory committees, planning activities, and services provided.
- Accessibility to services, communications, and facilities.
- Policies and procedures that appear neutral do not have a disparate impact on protected classes.

Additional guidance for civil rights requirements specific to federally funded grant recipients is provided in **Chapter 2**.

Source: [Americans with Disabilities Act of 1990](#); [Chapter 49.60 RCW](#); [Washington State Human Rights Commission equal employment opportunity guidance](#)

### 1.11.1 Americans with Disabilities Act (ADA) and other disability nondiscrimination requirements

The [Americans with Disabilities Act of 1990, as Amended](#), guarantees that people with disabilities have equal opportunities to access employment, purchase goods and services, and participate in state and local government programs.

All organizations must follow ADA requirements related to providing public transportation services.

Your organization must comply with the ADA regardless of the number of transit-related employees it employs or the type of funding (i.e., state or federal) it receives.

From the first day of your project and throughout its duration, you must comply with the ADA and FTA ADA guidance, ensuring nondiscrimination against persons with disabilities in the following areas:

- Services to the public.
- Planning activities.
- Facilities.
- Hiring practices.

**Note:** Whether Title I of the ADA applies to tribes depends on the type of funding they received. See [Section 1.11.1.1: Employment requirements](#) for more information.

You must also comply with state law regarding discrimination on the basis of disability, which provides additional rights to people with disabilities. These rights include:

- The right to obtain and hold employment without discrimination.
- The right to access services and fully enjoy public accommodations.
- Rights afforded to service animal trainees and their trainers.

**Note:** Some requirements in [Chapter 49.60 RCW](#) may not apply to tribal transit programs that operate exclusively on reservation land.

There are additional federal regulations regarding nondiscrimination based on disability that you may be required to comply with. This depends on the type of your organization or the type of funding received. Refer to the regulations below to determine if they apply to you.

- [28 CFR 35](#) - Nondiscrimination on the basis of disability in state and local government services.
- [28 CFR 36](#) - Nondiscrimination on the basis of disability by public accommodations and in commercial facilities.
- [49 CFR Part 27](#) - Nondiscrimination on the basis of disability in programs or activities receiving federal financial assistance.
- [49 CFR Part 37](#) - Transportation services for individuals with disabilities (ADA).
- [49 CFR Part 38](#) - American with Disabilities Act (ADA) accessibility specifications for transportation vehicles.

For questions about disability nondiscrimination requirements, contact your assigned WSDOT Public Transportation Division grant manager listed on your grant agreement.

Refer to Appendix XX on best practices for accessible public participation and communications.

Source: [Americans with Disabilities Act of 1990, as Amended \(ADA\)](#); [Chapter 49.60 RCW](#); [28 CFR 35](#); [28 CFR 36](#); [49 CFR Part 27](#); [49 CFR Part 37](#); [49 CFR Part 38](#); [FTA Circular 4710.1](#)

#### *1.11.1.1 Employment requirements*

Title I of the ADA ([29 CFR Part 1630](#)) and related statutes prohibit discrimination in employment and require employers to provide reasonable accommodations. This applies to all aspects of the employment process, including job advertising, job applications, interviews, and post-offer medical examinations.

Title I of the ADA applies to all WSDOT Public Transportation Division grant recipients, with some exceptions for federally recognized Tribal Nations. However, tribes that receive FTA 5311 funds through the division must comply with Title I employment requirements of the ADA.

#### *1.11.1.2 Job advertisements and applications*

You should write job advertisements and job applications in clear and understandable language and explain position qualifications clearly.

You should avoid language that individuals or organizations might perceive as exclusionary. For example, do not include physical requirements that are not essential



for performing the job. However, the Equal Employment Opportunity Commission (EEOC) advises employers to include information about the essential functions of the job in job announcements, advertisements, and other recruitment notices. Providing specific information about essential duties helps attract qualified applicants, including individuals with disabilities.

You should include a statement indicating that your organization is an Equal Opportunity Employer. Consider adding language in job advertisements that affirms your commitment to nondiscrimination on the basis of disability and other legally protected categories.

#### **1.11.1.3 Interviews**

You may not ask disability-related questions or conduct a medical examination until after you have extended a conditional job offer. Your questions must be specific to the applicant's ability to perform a specific task or job function. This approach ensures that an applicant's possible disability (including a prior history of a disability) is not considered before employers evaluate an applicant's non-medical qualifications.

#### **1.11.1.4 Post-offer medical exam**

Once you have extended a conditional job offer and before work starts, you may ask disability-related questions as long as you ask the same questions of all prospective employees in the particular job class. Rescinding a job offer based on information gathered during this step of the hiring process is only permitted if the applicant cannot safely perform the essential functions of the job (even with reasonable accommodation, if applicable). Information about an applicant's disability must be treated as confidential; medical information must be kept in separate medical files.

#### **1.11.1.5 Reasonable accommodation**

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way your organization usually does things to enable a qualified individual with a disability to enjoy an equal employment opportunity.

Additional information may be found in the Job Accommodation Network (JAN) [Employers' Practical Guide to Reasonable Accommodation under the ADA](#). To learn more about particular disabilities and common accommodations, visit the JAN [A to Z of Disabilities and Accommodations](#).

Examples of reasonable accommodations include, but are not limited to:

- Purchasing a computer magnification tool or accessibility software for an employee with vision impairments.
- A special chair or an elevated workstation for a person with a disability.
- Rearranging the office area, workstations, and employee restrooms so that a person in a wheelchair can gain access.



For additional information about Title I of the ADA, visit [ada.gov](https://ada.gov), the US Equal Employment Opportunity Commission's [Disability-Related Resources webpage](#), or the JAN [Employer Resources webpage](#) and [JAN eLearning and Training Resources webpage](#).

#### 1.11.1.6 ADA and paratransit policy requirement

If you receive a competitive Consolidated Grant Program grant for a non-construction project, you must have a written ADA policy and provide it to WSDOT for approval.

Refer to Appendix XX to see which components are required in your ADA and paratransit policy.

Contact your community transportation planner for assistance and additional resources, such as information about ADA training and the division's subrecipient ADA and paratransit policy template.

Source: POL-534

#### 1.11.2 Non-discriminatory employment requirements

Your organization must comply with the Washington Law Against Discrimination ([RCW 49.60.030](#)) regardless of the number of [transit-related employees](#) it employs or the type of funding (i.e., state or federal) it receives. The Washington Law Against Discrimination prohibits employment discrimination on the basis of:

- Race, color, or national origin.
- Creed.
- Sex or sexual orientation.
- Citizenship or immigration status.
- Honorably discharged veteran or military status.
- Presence of any sensory, mental, or physical disability.
- Use of a trained dog guide or service animal trainee by a person with a disability.

If your organization receives federal funding, you must also comply with federal equal employment opportunity (EEO) laws and regulations. This may include having a written equal employment opportunity program or an abbreviated program if you meet certain criteria. See [Chapter 2](#) for more information.

If your organization receives federal funding, you must also develop a Title VI plan. See [Chapter 2](#) for additional information regarding employment opportunity programs and abbreviated programs.

Source: [RCW 49.60.030](#); [FTA Circular 4704.1A](#)

### 1.11.3 Employee conduct and preventing harassment

Harassment in the workplace violates Washington state human rights laws ([Chapter 49.60 RCW](#)).

WSDOT requires your organization to establish a written policy to keep the work environment free from harassment, coercion, and intimidation in any form. This policy is not limited to sexual harassment; it also covers behaviors or actions that may create an uncomfortable or hostile work environment. Your policy should include, at a minimum, the following elements:

- A definition of behavior constituting harassment, intimidation, or coercion.
- The process for filing a claim.
- The process used to investigate a claim.
- The disciplinary actions and corrective measures your organization will take.

Your assigned WSDOT contact listed in your grant agreement will review your policy and assist in making it compliant.

Source: POL-561

### 1.11.4 Americans with Disabilities Act and equal employment opportunity complaints

Your organization must have written procedures that address your course of action and track all complaints related to ADA and equal employment opportunity.

If you receive federal funds, you must also have procedures that address your course of action and track all complaints related to Title VI.

**See Chapter 2** for additional information regarding Title VI complaints.

Source: [FTA Circular C 4710.1](#)

#### 1.11.4.1 *Procedures for complaints related to the Americans with Disabilities Act and equal employment opportunity complaints*

You must develop and incorporate complaint procedures into your organization's administrative and personnel policies. These procedures should include:

- A requirement to document all complaints in writing, including details of the alleged offense and the circumstances.
- An explanation of how you'll investigate complaints, addressing confidentiality considerations and providing a clear timeline.
- A corrective action process to address complaints.
- A method for issuing findings based on the investigation.

- An explanation of how you'll notify the complainant of the investigation's findings and any corrective measures taken.
- Information for the complainant on how to appeal the organization's decision regarding their complaint.
- A retention schedule for the working file of each complaint received. You must retain working files for six years beyond the end of your project.

Additionally, you must communicate personnel policies clearly to all employees and ensure they understand the types of behavior that are unacceptable, along with the corrective actions that may be taken if such behaviors occur.

Source: [FTA Circular C 4710.1](#)

#### 1.11.5 General complaints

It's best practice to address all written complaints promptly, including those unrelated to ADA or equal employment opportunity issues. While WSDOT doesn't require you to report general complaints unless they escalate to a formal investigation or lawsuit, we recommend that you develop processes and procedures to track and resolve all complaints effectively.

#### 1.11.6 Tracking complaints

You must track all complaints related to ADA, equal employment opportunity, and those that escalate to a formal investigation or lawsuit. These complaints must be reported in your status reports.

The information you must collect and report includes, but isn't limited to:

- Date of the complaint, investigation, or lawsuit filing.
- Summary of the allegations.
- Current status of the complaint, investigation, or lawsuit.
- Actions taken by your organization.
- Actions taken by any external organizations to which the matter was referred.

Source: [FTA Circular C 4710.1](#)

### 1.12 Reporting accidents

You must notify your assigned WSDOT contact within five working days of an accident or incident where:

- A grant-funded vehicle or equipment sustains operational disabling damage that requires it to be removed from service for more than 10 working days for repairs.

- A grant-funded vehicle or equipment sustains operational disabling damage that requires it to be permanently removed from service due to being declared a total loss.
- The circumstances of the accident trigger an FTA drug and alcohol test.

Failure to notify WSDOT within five working days will result in WSDOT deeming your organization in breach of contract. This may result in your organization being ineligible to receive future WSDOT public transportation funds.

For complete reporting and repair requirements, see **Chapter 4 for capital construction projects** and Chapter **5 for capital vehicle and equipment projects**.

*Source: POL-539*

## **1.13 Reserve account**

A reserve account is a restricted account where you may set aside funds for specific uses.

WSDOT encourages you to establish and maintain reserve accounts as a best practice for financial management. You don't have to show the funds you place in reserve accounts as a revenue source for your project. However, any contributions made to these reserve accounts aren't eligible for reimbursement under the grant.

*Source: POL-560*

### **1.13.1 Establishing reserve accounts**

You must follow your organization's governing structure to obtain the appropriate approvals for establishing and defining the parameters of a reserve account. Your organization's financial plan must specify any restrictions on how funds in the reserve account will be allocated and used.

You may not include the balances of reserve accounts as available cash. However, you must include the balances of reserve accounts in your cash flow statement.

Funding a reserve account isn't an eligible expense under your grant agreement. You may not use grant funding to contribute to any type of the reserve account.

*Source: POL-560*

### **1.13.2 Capital, self-insurance, and operating reserve accounts**

You may establish capital reserve accounts to fund future acquisitions of capital equipment or facilities used for passenger transportation services.

You may also establish self-insurance reserve accounts to provide self-insurance coverage for liability, collision, on-the-job injury, unemployment, or other organization-provided insurance.

**Note:** If you already purchased commercial or pool insurance coverage, you may use your self-insurance reserve account to cover uninsured losses, such as deductibles, liabilities, and other type of coverage allowed under your insurance policy.

You may establish operating reserve accounts to fund extraordinary, unanticipated operating situations.

Source: POL-560

## 1.14 Purchasing policies

You must maintain written purchasing policies (sometimes called purchasing procedures or procurement policies) for all purchases of goods and services.

State law requires you to base all purchases of contracts for goods and services on an open and competitive solicitation process, with limited exceptions. Similarly, the FTA requires you to use procurement procedures that ensure full and open competition. The Washington State Department of Enterprise Services provides procurement tools and templates for various types of procurement on its [Contracts and Procurement Support webpage](#).

Your purchasing policy, at a minimum, should include considerations in the following sections.

Source: [FTA Circular 4220.1G](#); [RCW 39.26.120](#); [RCW 39.26.125](#)

### 1.14.1 Graduated purchasing authority

Graduated purchasing authority is the level of authority within your organization required to authorize purchases that meet certain dollar thresholds.

**Note:** Thresholds for purchases made outside of your grant are at the discretion of your organization.

In some cases, thresholds vary between state law and FTA requirements. Your organization may also have different thresholds under your own purchasing policy.

You may not split procurement elements solely to bring your procurements below thresholds. However, you may consider establishing a small purchase to enable disadvantaged business enterprises (DBE) to participate.

Source: [2 CFR 200.320](#); [Office of Management and Budget Memorandum M-18-18](#)

#### 1.14.1.1 Use the most restrictive requirements

You must use the most restrictive between federal, state, or local requirements to be eligible for reimbursement under your grant.

The following sections detail FTA procurement thresholds. If your organization's thresholds are more restrictive than FTA's, then you must use your thresholds.

Source: FTA Circular 5010.1F, Chapter 2, section 6

#### 1.14.1.2 *Micro-purchases*

Micro-purchases are purchases less than or equal to \$10,000. Beginning on Oct. 1, 2024, any recipient or subrecipient may self-certify a higher micro-purchased threshold – up to \$50,000 – for all of its awards in accordance with [2 CFR 200.320\(a\)\(1\)\(iv\)](#). For recipients and subrecipients that don't self-certify, the default micro-purchase threshold will remain \$10,000.

If your procurement exceeds \$50,000 and you are not self-certified, you must go through an open and competitive bidding process.

For micro-purchases:

- You may acquire services or equipment valued at up to \$10,000 without obtaining competitive quotes.
- You should distribute micro-purchases equitably among qualified suppliers.
- You must document that the purchase price was “fair and reasonable” and provide a description of how you made this determination.

Source: [2 CFR 200.320\(a\)\(1\)](#)

#### 1.14.1.3 *Simplified acquisition*

Simplified acquisition are purchases greater than your micro-purchase threshold but less than \$250,000.

For simplified acquisition, you must:

- Obtain documented price or rate quotes from an adequate number of qualified sources. WSDOT recommends requesting a minimum of three written quotes.
- Document that the purchase price was “fair and reasonable” and provide a description of how you made this determination.

**Note:** All federally funded capital purchases of \$150,000 or more must comply with FTA's [Buy America](#) requirements (see [Chapter 4](#) for more information on the Build America Buy America Act and [Chapter 5](#) for more information on capital vehicle and equipment purchases).

Source: [2 CFR 200.320\(a\)\(2\)](#).

#### 1.14.1.4 *Large purchases*

Large purchases are greater than \$250,000. These purchases require a formal bid process.

**Note:** Procurement processes may differ for different project types (e.g., operating, planning, capital vehicles and equipment, capital construction). See the appropriate chapters for additional information on your project type.

Source: [2 CFR 200.320\(b\)](#)

### 1.14.2 Sole source award

Sole source awards are a form of non-competitive procurement.

Sole source awards may be appropriate when the required supplies or services are available from only a single, responsible source and no alternative supplies or services will satisfy the requirements. They may also be justified in emergency situations if you have a proclamation that specifically waves your procurement requirements (e.g., natural disasters). However, sole source awards should be rare and used only when absolutely necessary.

You must provide sole source justifications in writing for review and approval by WSDOT. You can find the current sole source request template in the Grants Management System (GMS) document repository. You may provide your own sole source justification documentation in lieu of using this form, as long as the documentation provides the necessary information.

You must consult with your assigned WSDOT contact prior to making a sole source award to confirm eligibility for reimbursement.

Source: [FTA Circular 4220.1G, Ch. VI, section 3.h.](#); [RCW 39.26.010](#)

### 1.14.3 Protest and appeals process

Your purchasing policy must include a procedure that allows bidders and prospective bidders dissatisfied with your process to protest and appeal the award of a contract.

At a minimum, your protest and appeal process should include:

- Prescribed timeline for entire protest and appeal process (i.e., five days after the bid decision, 10 days for review, and final decision within three days after review).
- Contact information for the appeal process and in what form (i.e., must be in writing signed by general manager).
- The types of information that must be contained in the protest and appeal actions.

Source: [2 CFR 200.342](#)



## English

### Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

### Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

## Español

### Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

### Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

## 한국어-Korean

### 제 6 조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964 년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI 에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT 의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI 에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090 으로 OECR 의 타이틀 VI 담당자에게 연락해주시요.

### 미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711 로 전화하여 요청하실 수 있습니다.

## русский-Russian

### Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его

средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.



## Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

### tiếng Việt-Vietnamese

#### Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phái Trí Viên Mục VI của OECR số (360) 705-7090.

#### Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

### العربية - Arabic

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل القومي من المشاركة في أي من (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في الولاية واشنطن 6 العنوان ويمكن إلى شخص 1964. برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخلاف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام للحصول على معلومات إضافية بشأن إجراءات. التابع لوزارة النقل في الولاية واشنطن (OECR) يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال بمندوب الباب/الشكاوى و السادس في مكتب المساواة والحقوق المدنية على الرقم (360) 705-7090.

#### معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

أو عن طريق الاتصال بالرقم المجاني [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن للأشخاص (4232) 855-362-4ADA. على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

### 中文 – Chinese

#### 《权利法案》Title VI 公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964 年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在 WSDOT 任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向 WSDOT 的公平和民權辦公室 (OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡 OECR 的第六篇協調員，電話 (360) 705-7090。

#### 《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件 [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) 或撥打免費電話

855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打 711 联系 Washington 州转接站。

### Af-soomaaliga – Somali

#### Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibbaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

#### Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

## Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### Español - Spanish

#### Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7921, o envíe un mensaje de correo electrónico a: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### tiếng Việt-Vietnamese

#### các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### 한국어-Korean

#### 번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### русский-Russian

#### Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### العربية - Arabic

#### الترجمة خدمات

عن اللغوية المساعدة خدمات طلباً ما فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 7921-705-360 بالرقم الاتصال بق طر: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### Af-soomaaliga - Somali

#### Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### 中文 – Chinese

#### 翻译服务

如果您难以理解英文，则请致电：360-705-7921，或给我们发送电子邮件： [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)，请求获取免费语言援助服务